



**In Session**

**FKA**

**GRADJOB**

**Equality, Diversity and Inclusion Action Plan**

**2021-2021**

## **Introduction**

Equality, diversity and inclusion are intrinsic, non-negotiable values underpinning every aspect of the In Session programme and will form the basis of our key framework documents: the Strategic Plan, and Learning Policy and Code of Conduct.

In Session takes an intersectional approach to equality, diversity and inclusion recognizing that, social, cultural and political identities combine to create unique modes of discrimination and privilege. This approach to equality, diversity and inclusion are shared by our Organisers, Partners, Facilitators and Board of Directors, with a shared belief in and commitment to the positive implementation of these values, along with constant striving for improvement. In Session recognises that our key aims can only be fully achieved if equality, diversity and inclusion drive all aspects of our programme delivery and development.

This Equality, Diversity and Inclusion Action Plan sets out the objectives for the period 2021-2024 and measures risk factors involved. In writing this Action Plan, we have produced a robust, positive and achievable strategy that will support In Session, and hold it accountable, in its delivery of the highest quality learning and development programme.

Objectives have been set using a SWOT analysis of previous programmes and current EDI performance. The Objectives therefore broadly focus on the Protected Characteristics of Disability, Race / Ethnicity, Age and Gender Reassignment.

## SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"><li>● Board, Organisers and Facilitators are equipped with high levels of knowledge and experience relating to EDI issues</li><li>● All staff receive regular EDI training - this is required for all Contributing Artists and Partners who have not undertaken any prior to delivering sessions</li><li>● In Session takes a proactive approach to improving EDI performance</li><li>● We build content into our programme that centres around EDI issues</li><li>● We pay Co-contributors and residents in line with SAU rates (5 years +)</li><li>● We offer childcare and travel bursaries to both Contributing Artists and Co-contributors</li><li>● Excellent Partnership working track record with diverse organisations across the sector</li><li>● Explicitly inclusive and values-led programme</li><li>● We provide any reading material in alternative formats</li></ul>	<ul style="list-style-type: none"><li>● Barriers to full access exist: lack of on-site child care, no translation/ interpretation services, no BSL signing</li><li>● Marketing and promotional material</li><li>● Not all our host venues are accessible</li><li>● None of the Organisers/Facilitators are fluent speakers in community languages</li><li>● No monitoring and evaluation forms</li><li>● None of the Organisers/Facilitators are BME and none are from backgrounds of socio-economic deprivation</li><li>● We need to do more to attract applicants over the age of 30, disabled applicants, transgender applicants</li><li>● More work to be done to attract those not educated to degree level and those experiencing socio-economic deprivation</li><li>● There are lack of capacity issues to fully respond to multiple/ complex needs</li><li>● More work to be done to attract applications from BME candidates</li></ul>

- Understanding of and commitment to person-centred, intersectional approaches in our work
- History of working with diverse Contributing Artists
- 3/4 organiser/Facilitators identify as LGBTQ
- 1/4 of Organisers/Facilitators are disabled
- Previous cohorts have been diverse in terms of sexuality and to some extent ethnicity
- We provide breakfast and lunch for Contributing Artists and Co-contributors in each session
- We allow for alternative application formats

### Opportunities

- Strong commitment to equalities from the Scottish Government and funders such as Creative Scotland and Edinburgh City Council means that there may be increased opportunities for equalities related initiatives, or to provide capacity for child-care, interpretation or translation
- Connect with new audiences through new Partnerships and hosting sessions in cities across Scotland
- Having a dedicated Marketing Coordinator will mean more time can be dedicated to attracting applicants with protected characteristics
- In Session to develop new working practices that can be adopted by similar programmes and changes lives for the better
- Potential for In Session to provide the basis for academic research that will positively impact minorities both in the sector and society as a whole
- We will develop frameworks and procedures that forefront EDI issues: Strategic Plan, Learning Policy, Code of Conduct and Safer Space Policy

### Threats

- Lack of funding and funding insecurities seriously undermines the scope and development of EDI that In Session can undertake
- Key posts are not currently funded/ underfunded including Production, Development, Facilitation and Marketing roles
- Changes in political administrations may mean decreased support for equalities
- The UK leaving the European Union may threaten Human Rights legislation and equality gains driven by Europe
- The Arts Sector is particularly vulnerable to funding cuts, sometimes seen as a 'luxury'

## Objectives

Objectives	Lead	Actions	Measures of Success
<ul style="list-style-type: none"><li>• Ensure that all Partner Organisations and Contributing Artists working with In Session fully understand, support and adhere to In Session's EDI approach and commitments</li></ul>	Rachael Simpson - Programme Curator  Quinn Garrison - Development Coordinator	<ul style="list-style-type: none"><li>• Build an EDI 'checklist' into the 'Working with In Session' Form.</li><li>• Organisers/Facilitators, Partners, Contributing Artists to receive training on EDI issues</li></ul>	<ul style="list-style-type: none"><li>• EDI awareness and its value to all is more greatly understood and proactively demonstrated by all those contributing to the In Session programme as well as partner organisations across the sector</li></ul>

Objectives	Lead	Actions	Measures of Success
<ul style="list-style-type: none"> <li>● To ensure that disabled Contributing Artists and Co-contributors can equally engage in all sessions</li> </ul>	<p>Rachael Simpson - Programme Curator</p> <p>Quinn Garrison - Development Coordinator</p>	<ul style="list-style-type: none"> <li>● Interpreters provided for those who require them</li> <li>● Alternative formats provided as standard for information issued throughout the programme</li> <li>● All sessions to be delivered in accessible venues</li> <li>● Contributing Artists and Co-contributors made aware of mental health first aider and contact details provided</li> <li>● Include EDI Policy, Safer Space Policy and Code of Conduct in residents welcome packs and provide Contributing Artists with a 'Working with In Session Form'</li> <li>● Contributing Artists and Co-contributor accessibility requirements communicated to venues in good time to allow them to make provisions</li> </ul>	<ul style="list-style-type: none"> <li>● Disabled Contributing Artists and Co-contributors feel supported and benefit from the learning that In Session provides</li> <li>● In Session develops a reputation for accessibility encouraging more disabled applicants to apply</li> </ul>

Objectives	Lead	Actions	Measures of Success
		<ul style="list-style-type: none"><li>● Contributing Artists briefed with expectations and informed of delivery methods required based on the needs of the cohort</li><li>● Venue details provided early to inform Contributing Artists and Co-contributors of accessibility arrangements</li><li>● Needs of Contributing Artists ascertained and support provided during the planning and delivery stages of their contribution</li><li>● Co-contributors given a list of any technology or reading material to be used during sessions in advance</li></ul>	

Objectives	Lead	Actions	Measures of Success
<ul style="list-style-type: none"> <li>● To ensure that cohort are representative of the diverse communities in Scotland today</li> </ul>	<p>Quinn Garrison - Development Coordinator</p> <p>Eirene Wallace - Marketing Coordinator</p>	<ul style="list-style-type: none"> <li>● Gather EDI monitoring forms with all applications</li> <li>● Use positive action when deciding between 2 applicants of equal merit</li> <li>● Use 2 ticks disability recruitment scheme when selecting candidates for interview</li> <li>● Review and address where possible the Protected Characteristic Profile gaps within the cohort, implementing revised selection processes</li> <li>● Selection Panel trained in EDI issues</li> </ul>	<ul style="list-style-type: none"> <li>● Cohort become more representative across all Protected Characteristic Groups</li> </ul>

Objectives	Lead	Actions	Measures of Success
		<ul style="list-style-type: none"><li>● Advertise widely, and approach a range of organisations across Scotland, including:<ul style="list-style-type: none"><li>- Community organisations</li><li>- Local charities</li><li>- Religious organisations</li><li>- Disability-led organisations</li><li>- Women's groups</li><li>- LGBTI organisations</li><li>- Other (including non-arts) organisations</li><li>- Voluntary organisations</li></ul></li> <li>● Ensure In Session values are embodied in open call and EDI policy outlined</li> <li>● Allow for alternative application formats</li></ul>	

Objectives	Lead	Actions	Measures of Success
<ul style="list-style-type: none"> <li>● To ensure Contributing Artists, Board Members and Selection Panel are representative of diverse the communities in Scotland today</li> </ul>	Quinn Garrison - Development Coordinator Rachael Simpson - Programme Curator	<ul style="list-style-type: none"> <li>● Anonymous Protected Characteristics profile gathering to be instigated for all new Board Members, Selection Panels and Contributing Artists</li> <li>● An annual review of the skills, knowledge, expertise and diversity and Protected Characteristic Profile gaps, implementing revised selection processes and updating future requirements</li> </ul>	<ul style="list-style-type: none"> <li>● Contributing Artists, Board Members and Selection Panel become more representative across all Protected Characteristic Groups</li> </ul>

Objectives	Lead	Actions	Measures of Success
<ul style="list-style-type: none"> <li>● To ensure that marketing and promotional material is accessible to all audiences</li> </ul>	Eirene Wallace – Marketing Coordinator Quinn Garrison - Development Coordinator	<ul style="list-style-type: none"> <li>● Consult a range of existing and partner organisations for advice on the best ways to increase programme and website accessibility</li> <li>● Avoiding the use of jargon and using accessible and inclusive language</li> <li>● Image descriptions</li> <li>● Keeping emoticons to a minimum to make content more accessible</li> <li>● Subtitling all video content</li> <li>● Ensure website is user friendly and optimised for mobile devices</li> <li>● Ensure that content reflects the diversity of Contributing Artists and Co-contributors taking part in In Session</li> </ul>	<ul style="list-style-type: none"> <li>● More people with protected characteristics engage with our website and social media channels and their experience of using them is enhanced</li> <li>● People with protected characteristics see In Session as a programme that is accessible to them and where their experience is reflected and their needs provided for</li> <li>● More disabled, BME, transgender and candidates over 30 apply to be part of In Session</li> <li>● More applicants without formal Higher Education qualifications apply for In Session</li> </ul>

Objectives	Lead	Actions	Measures of Success
		<ul style="list-style-type: none"><li>● Ensure In Session values are embodied in all content posted on social media</li><li>● Ensure that In Session values and EDI policy are explicitly outlined on our website</li><li>● Staying actively engaged with organisations within the sector that work to uplift and support marginalised communities via social media</li><li>● Using social media metrics to monitor audience demographics</li></ul>	